



creative tallahassee

Annual Juried Art Exhibition

Exhibition Prospectus

April 5 - June 5
2023

OVERVIEW Creative Tallahassee is an annual juried art exhibition of 2-D and 3-D media at the City Hall Art Gallery. This event is presented by the Council on Culture & Arts as part of the Art in Public Places program, sponsored by the City of Tallahassee. COCA shows the artwork of approximately 35-40 local and regional artists every year in this exhibition. From the entries submitted, as many as 75 individual artworks, never before shown at the Artport or City Hall Gallery, will be selected to show. The 2023 Creative Tallahassee exhibition opens on April 5th and closes on June 5th. The [deadline to apply is March 6th](#) at 11:59 p.m. Read this prospectus carefully before submitting an application. Please send questions to COCA's Public Art Manager at sarah@tallahasseearts.org.

GALLERY INFORMATION The TLH City Hall Gallery is inside the Tallahassee City Hall located at 300 S Adams St, Tallahassee, Florida, 32301. The gallery hours run congruent with City Hall, opening at 8:00 a.m. and closing at 5:00 p.m. The gallery is located on the 2nd floor, throughout the entire mezzanine area. This exhibit will also be presented in [COCA's Online Gallery](#). All submitted artworks will be included in the virtual exhibit (provided the artwork complies with the 'Conditions for Exhibition' relevant to online exhibiting), but only the artworks accepted to exhibit in the physical City Hall Gallery will be juried.

ELIGIBILITY Artists 18 years of age or older who live within a 100-mile radius of Tallahassee are invited to submit up to 3 works for consideration. Artists are strongly encouraged to be active COCA members. [Click here to become a member](#). Artwork must be original, completed in the last three years, and not previously shown in either of the physical Artport or City Hall gallery spaces. All 2-D and 3-D media are eligible for consideration. 2-D works must be no longer than 4' in any direction, and 3-D works must be no larger than 2' in any direction. Videography-based works are not eligible for this exhibition. Works must be able to hang comfortably using the Walker System, as outlined below under "CONDITIONS FOR EXHIBITION".

CONDITIONS FOR EXHIBITION All artworks must be presented in suitable condition ready for exhibition. All artworks must have framing that is simple, lightweight, and ready for hanging with wire in place. Wire must be securely attached to the back of the frame, and the wire must be at least 6" long to fit over the Walker System hanging bracket. No sawtooth hangers are allowed. COCA will not re-frame, re-mat or repair artworks. Any artwork arriving damaged, in poor condition, or poorly or improperly presented will not be accepted. Entries must not exceed 4 feet in any one direction (including frame). City of Tallahassee policy prohibits exhibiting artwork of political themes, nudity or religious imagery. All artworks must be labelled on the back with:

- Artwork title, medium and price.
- Artist name, address, e-mail and telephone.
- Preferred method of contact for inquiries regarding sales and commissions.



creative tallahassee

Annual Juried Art Exhibition

Exhibition Prospectus

April 5 - June 5
2023

DELIVERY AND RETURN OF ARTWORKS Accepted artworks must be hand delivered and picked up at Tallahassee City Hall. COCA will meet the artists for drop-off and pick-up. More specific instructions regarding drop-off and pick-up at the Tallahassee City Hall Gallery will be included in the notification email. Shipped artworks will not be accepted. Artwork unclaimed after the pick-up date will become the property of COCA and will be donated to a non-profit organization.

SALES COCA does not act as an agent and no commission is taken. All artworks must be for sale or marked NFS (Not for Sale). Sales inquiries are referred directly to the artist. Please specify in the application how you wish your contact information to be listed for interested buyers: e-mail or website. The price of artworks cannot be changed once the application is submitted. Submission of the application is an agreement to these conditions.

AWARDS Monetary awards will be selected by a COCA Arts Advisory Committee upon reviewing the online submissions. Artists will be notified of accepted artworks via email on March 13th. Awards will be announced at the in-person Awards Ceremony (date and time TBD) without prior notification.

- Mayor's Purchase Prize: \$1,000
- 1st place: \$300
- 2nd Place: \$150
- 3rd Place: \$50
- 3 Honorable Mentions (no \$ award)

LIABILITY AGREEMENT Artworks are insured while hanging at the City Hall Gallery during exhibition dates. In the event of a claim, the Artists is required to provide documentation of value. Every care is exercised in the handling of artworks, but COCA nor the City of Tallahassee are responsible for loss or damage in transit or in packing, unpacking, whatever the cause. Neither the COT nor COCA are responsible for artwork after the designated pick-up time of 6/6/23 from 9-11am. Concerned artists should carry their own insurance.

HOW TO APPLY Read this prospectus carefully before submitting an application. [Click here](#) to apply.



important dates

3/6/23 11:59pm Application deadline
3/13/23 Notification emails sent to artists
4/3/23 10am – 12pm Artwork drop off
6/6/23 9am – 11am Artwork pick up